

CERES Systems Engineering Committee

Members: Maria Mitchum, NASA, DMO
Sandy Nolan, SAIC
Jill Travers, DAAC
Sue Sorlie, DAAC

Charter: Serve as a forum for resolving issues which affect more than one working group. Report to CERES Data Management Team

January 19, 2000 11:00 am (modified 1/27/00)

After the DMT meeting, Maria met with Tammy Ayers and Nichele McKoy, SAIC CM, Carol and John to discuss a new Documentation Guidelines Web page. This page will be incorporated in the CM Web pages. Carol and Liz will take on the design and contents of the page. The Web page will contain Framemaker and PDF versions, along with the posted date, of such items as:

- CERES Preface (to include Standard Section and Optional Section Example w/ kudos)
- CERES Introduction
- Data Flow Diagram (to include edited date as part of the diagram)
- Block Data Flow Diagram (B. Barkstrom Version)
- DRAFT Document Master Page Template
- Final Document Master Page Template
- Document Cover Page Template
- View Graph Template Page
- Acronyms
- Units

Nichele will start a design for a Documentation Change Request (DCR) application to add to the CM system to archive and retrieve all CERES Documents.

Maria will research and design a numbering schema for all CERES Documents.

Test Plan Name Change: It was brought to the attention of the group that the names of the present Test Plans have the Release Number built into the name of the Test Plan, such as: 'SS1 Release 2 Test Plan'. It was decided that the Test Plan Name should be changed to read:

Subsystem Name, Subsystem Number
Test Plan
Release X
Version Y

Test Plan 'Date' Guideline: Much confusion has been experienced with the Date of a Test Plan. The committee decided that the cover page of the Test Plan should contain two dates as follows:

CM Delivery Date: Month Year (December 1999)
Last Modified Date: Month Year (January 2000)

Meeting Adjourned at 12:00 pm mvm